



Geographic Location of Project Activity Frequently Asked Questions

The National Endowment for the Arts (NEA) collects information regarding the location of project activity to understand the geographic scope and distribution of NEA-approved grant and cooperative agreement activities. This information is used in our reports to Congress, the federal Office of Management and Budget, and the public.

COMPLETING YOUR REPORT

What data do I need to begin?

You will need to know when and where activities took place and what the activities were. To be specific: the month, year, and type of the activity, the type and name of the venue (Valley High Auditorium, the Great Theater, City Park, etc.), and its street address, including the five-digit ZIP code.

What activities do I need to report?

Report activities detailed in your Final Descriptive Report that took place at locations other than your organization's primary address. These activities may include, but are not limited to, creation of artwork, festivals, concerts, performances, readings, classes, lectures, demonstrations, workshops, symposiums, conferences, exhibitions, film screenings, school or community residencies, artwork conservation, urban planning/design, and publishing.

Should I include activities that took place before or after my grant period?

No. Even if activities related to your project took place before or after your grant period, only report locations of activities that took place within the period of performance. Only those activities that occurred during the grant period and were supported by NEA or matching funds (as reported on your Federal Financial Report) are eligible to be part of your grant project. (Consult the How to Manage Your NEA Award Handbook if you need information about scope and time amendments.)

I only have one activity to report. Do I need to submit it via a spreadsheet?

Yes. Download the GEO Spreadsheet for FY18 Awards and enter your activity. The spreadsheet has drop-down menus for month, year, activity type, and venue type to help make data entry easier; these menus can be accessed by clicking on a cell, then clicking on the arrow immediately beside the highlighted cell.

Is there a maximum number of entries that can be included on a spreadsheet?

Practically speaking, no. A spreadsheet can include as many as 5,000 entries.

Do I need to report multiple activities at the same location?

No. We only need to collect each address once. If activities took place over multiple months, select the first month. If several types of activities took place at the same location, select the most substantial activity and use the corresponding month. We understand that this may not accurately reflect the full scope or duration of your activity; however, this report is for identifying unique locations only.

We worked with a school/business/organization, but all activity took place at our venue. Do I need to report their location?

No, do not include locations from which audiences might be drawn.

We sent artists or teaching artists to a school/business/organization to engage in project activity. Do I need to report that/those locations?

Yes, include all locations where significant project activity took place.

Our tour went to 250 locations. Do I need to report them all?

The short answer is yes, we want GEO data on all of your project locations. But if you cannot find valid street addresses for each location, please report as many as possible. Final Reports staff will review your GEO alongside your Final Descriptive Report and Federal Financial Report to determine if the GEO is sufficient. We recommend that you make note of the required spreadsheet elements so you can plan in advance for reporting on any future grants.

Our project was a _____. What do I need to submit?

a. website

If all of your events are web-based, please enter the physical location(s) where the site is created and/or managed.

b. publication

Please enter the physical location(s) where the publication was created.

c. broadcast

Please enter the physical location(s) where the broadcast was recorded and/or produced. If your project included the distribution of that recording, please enter each broadcast station's physical address. We do not accept submission of a carriage list.

d. festival

If festival events took place at multiple venues, report all addresses.

Where can I find Activity Type and Venue Type codes?

The codes are listed on Activity Type Codes and Venue Type Codes tabs of the Excel spreadsheet. You can download the list of venue type codes by clicking the "Code List" link on this site.

None of your venue and/or activity codes accurately reflect the information we want to provide. Can I select multiple codes?

No. Please select the code that most accurately reflects your activity/venue. 'Other' is an option in both categories should you be unable to find an appropriate code.

You've required a nine-digit ZIP code in the past. Do I still need to find that for each address?

No! Thanks to some new technology, a five-digit ZIP code will suffice. (Our spreadsheet import will accept five-digit or nine-digit ZIP codes.)

SUBMITTING AND FINALIZING YOUR REPORT

Can I edit the information I've submitted?

Please proofread your GEO spreadsheet closely before submission. But if you discover an error in previously submitted information, you can update your spreadsheet and resubmit.

I've submitted my Geographic Location of Project Activity report, but it does not show as received in REACH. Did you receive it?

Your GEO submission date will appear in REACH within a week or so.

I'm having difficulties. Who do I contact for help?

If you have questions, including technical ones, contact the Grants & Contracts Office at (202) 682-5403.